

**CLAYTON PARKS AND RECREATION COMMISSION MEETING**  
**Monday, April 24, 2006**  
**The Center of Clayton – OASIS Meeting Room A**

***The following members were present:***

Andy Goldberg, Chairman  
Mimi Deem                      Jill Indovino  
Deb Dubin                      Rich Yawitz  
Dick Hyde

***Excused/Absent***

Omri Praiss

***Also Present:***

Patty DeForrest, Director of Parks and Recreation  
Kyle Henke  
Ann Jacobs

**Approval of the Minutes**

The minutes from the February 27 meeting were approved.

**Director's Report**

Ms. DeForrest stated that the new Aldermanic Representative for the Parks and Recreation Commission will be appointed by the Board of Aldermen at their May meeting. The School Board has re-appointed Omri Praiss for another year, and Dr. Brad Bernstein to fill the other vacant seat.

The Center of Clayton has operated for two months without an Executive Director. The transition plan with the CRSWC is going well, and this change has a positive effect on the budget.

Shaw Park Pool is scheduled to open on May 27. The parks crew has been working hard to prepare for the season. The Tennis Center officially opens May 6.

The new summer and camp brochures are now available. It is possible to register for camps and most programs online. Online registration began on March 27 and is going well. So far, we are taking up to 5% percent of registrations online. Our six month goal is to have 25% of registrations online. Online registration will allow us to decrease the number of brochures we print and increase Customer Service at the Welcome Desk by eliminating dependence on phone in registration. There are standard convenience fees associated with online registration which are non-refundable. This fee covers the cost of services by the company who is running the program for us and is standard for the online registration. It is a percentage of the registration, usually between two and four dollars.

Event season is underway. Clean up the Park day was on April 22. Shaw and Oak Knoll Park were the focus this year. Two Boy Scout troops and CSP volunteers helped to make this day a success. Next year we will promote this event through the schools to get more involvement. The event was promoted through City Views, the brochure, news releases and the website. Parties in the Park, Musical Nights and Taste of Clayton are other upcoming events.

The Glenridge Playground project is almost complete. The poured in place surface is scheduled for installation on April 26. The dedication of the playground will take place at the Strawberry Festival on May 13. The students had the opportunity to submit their ideas for names for the playground. The name they selected was Panther Park.

Ms. Hoblitzelle, who was the former head of the Landscape Committee and an individual who was heavily involved in art, recently deceased. The Landscape Committee is planning a gazebo project at Taylor Park in her honor. The changes in planting they are working on will take place in August and September of this year.

Our staff works hard to keep our website up to date. Ms. DeForrest asked the Commission to sign up on e-connect to receive city newsletters. She also suggested that the Commission look at our websites because we would value their feedback.

We have begun the FY07 budget process. This year there will be a joint meeting with the Board of Alderman (BOA) and Board of Education (BOE) to review budget for the Center. The meeting will be held on May 9<sup>th</sup> and will include a short history of the Center, the capital plan, fund consolidation and a preliminary operating budget. A goal of the department is consistency between the indoor and outdoor facilities. We currently have different classifications of users at our facilities and would like to streamline things. Ms. DeForrest will return to the Commission in May with recommendations on changes to fees and classifications of users.

The Parks and Recreation Joint Study Subcommittee, which includes Ms. DeForrest and Ms. Proebsting, Director of Parks and Recreation for Richmond Heights, have been meeting since February. They are evaluating departmental operations and are considering the potential advantages and disadvantages of merging the Parks and Recreation departments. A great deal of time has been spent discussing capacity issues within the departments. Most programs and facilities are already available to both communities because we both open to non-residents. There are differences in funding at the two departments which would be a challenge. There may be other services we can merge without a formal merger.

### **Concessions Report**

Mr. Henke and Ms. Jacobs reported information about the concession stand at Shaw Park Pool. It was determined that at the present time it is best for the City of Clayton to continue to operate the concession stand because it allows us to have more control over day to day operations. (Unfortunately, in the past, things did not work out real well when the concessions were operated by an outside contractor.) Additional staff will be on board this year to assist with keeping the area clean. Mr. Henke and Ms. Jacobs plan to do the following with concessions this year: eliminate waste, offer healthier options, have new all fruit smoothies, offer only two sizes of soda, offer smaller quantities, offer juice boxes, and pay much more attention to cleanliness. In addition, the Pool Manager will oversee the operations at the concession stand. A drinking fountain is also being installed near the children's pool.

### **Update on Hanley House Consultant**

The selection committee interviewed three consultants. (Please refer to the attached handout for detailed information about the Hanley House selection process.) Ms. DeForrest reported and updated the Commission on Hanley House Council meetings and the phased project. The BOA approved the first phase of the project with the consultant. The consultant they selected is the team of Ralph Wafer, and a team of consultants. He is the architect who worked on the project at Tower Grove House. The consultant will help clarify department goals. They will also assist the Council define success. Phase one will define the project and the plan will define what the costs will be and determine what the community wants, and then decide whether to go through with the plan. At the present time the Council is working with the consultant and his associates to define the project and determine a plan. The other three phases will be on a contractual basis. The BOA supports maintaining the Hanley House and developing a plan for the restoration and care of it. We are not far enough into the project to give many details. The Council would like to keep the Hanley House by renovating it. There is strong support for the Hanley House, as long as it can be self sustaining and not a drain on City resources. Ms. Goodman is also firmly in support of funding it this way. The Hanley House meetings are public and the meeting date schedule will be distributed to the Commission. The Council reports to the Commission and the BOA. As with all decisions in the City; the BOA has final decision making authority.

The consultant will attend a Commission meeting before beginning phase two of the project. We need to determine how representatives from the Commission want to get involved in the Hanley House project. The Council is also looking into resurrecting the Historical Society. The Commission agrees that there are things that can be done to make the Hanley House viable. Mr. Yawitz made a motion that "to the

extent that there is a study and budget for the Hanley House; that the consultants will look into the economic and social viability of the project". Mr. Hyde seconded the motion and the entire Commission was in favor.

#### **Parks and Recreation Master Plan – Recommendation on Team; Establishment of Working Committee**

There were seven submittals for the Parks and Recreation Master Plan. Three firms were selected to give presentations and were interviewed by the selection committee. Those members of the selection committee agreed that the Planning Design Team was the best candidate. Ms. DeForrest has been in negotiations with the firm and will bring the proposal to the BOA at their April 25<sup>th</sup> meeting to approve a contract with them. This is a process that will consist of three phases. Two of the phases will be completed by the end of this fiscal year and one will be completed by the later part of this calendar year. This firm has an excellent plan for the process that we will follow. Further, they are more conceptual and quite interested in community work. The survey part of this project is very critical. The needs assessment part is the first part of phase one. This firm will contract with Leisure Vision to do the needs assessment survey. The firm would like for the Commission to select a working committee to work on the first phase of the Master Plan. They will send the survey to 1,500 residents and they guarantee that we will receive approximately 400 responses. There are approximately 8,000 homes in Clayton. People who live in Clayton often take the time to complete surveys. The working committee's first task will be to review the survey and have it completed by the end of June. Ms. Indovino and Mr. Yawitz will work on at least the first phase one of the Master Plan. The commitment from the working committee will be to attend six meetings for two hours over the next eight months. These meetings will begin within the first couple of weeks of May and then the firm will attend the May Commission meeting. We are on a fast track and want the survey to be complete by the end of June, so we can use the survey information in the FY07 budget.

#### **Old Business/New Business**

There is no old or new business to report.

Respectfully Submitted By,

Denise Ucinski